

January 8, 2003

Dear Administrator/Comptroller:

**Re: Public Goods Pool Reporting Forms - Comprehensive Diagnostic and Treatment Centers**

Enclosed please find reporting forms and instructions for designated providers to use when calculating and remitting payments to the Public Goods Pools.

**Note that the existing surcharge and assessment requirements authorized under the Health Care Reform Acts of 1996 and 2000 are scheduled to expire on June 30, 2003. The Department will timely notify affected payors and providers of legislation enacted by the New York State Legislature to extend or amend the surcharge and assessment requirements, and any corresponding affect such provisions have on payor/provider reporting obligations.**

Providers that want to fulfill their Public Goods Pool reporting obligations electronically (via the Internet) must complete the enclosed Attachment 2-WP to obtain a secure user ID and password before electronic filing can commence. If you have any questions concerning electronic filing, please contact the electronic filing help desk at (315) 671-3800 or via e-mail at [webpools@hcrapools.org](mailto:webpools@hcrapools.org).

**Providers are required to file the enclosed Provider Certification Form, Payment Summary, and the two most recent service year portions of the Report of Patient Services Revenue and Surcharge Obligations monthly, even if there is no activity to report.** Prior service year portions of the report are required only when a provider has net patient services revenue and/or prior period adjustments to report which relate to those service years. Revenue received during the month for surchargeable claims for services rendered during a prior service year must be reported on the appropriate service year's form. Additionally adjustments necessary to information previously reported for such service years must be reported as prior period adjustments on the appropriate service year's form. **The report forms are also available on the WEB at:**

**[www.health.state.ny.us/nysdoh/hcra/rfmenu.htm](http://www.health.state.ny.us/nysdoh/hcra/rfmenu.htm)**

Reports must be completed and submitted in accordance with the enclosed instructions. If, upon review, a report is deemed unacceptable, the report may be returned and a delinquency notice issued. Failure to comply with the reporting provisions provided in Sections 2807-j and 2807-s of the Public Health Law (PHL) may result in the recoupment of the facility's estimated monthly assessment liability, along with interest and/or penalty, from various third party payments pursuant to Section 2807-j(6) of the Public Health Law. Additionally, PHL Section 2807-j(7)(c) authorizes the Commissioner to assess civil penalties for certain reporting delinquencies.

Should you have any questions concerning the foregoing or the enclosed forms, please contact a HCRA representative at (518) 474-1673.

Sincerely,

Mark H. Van Guysling  
Assistant Director  
Division of Health Care Financing

Enclosures